

Request for Proposal (RFP)

SFY17 Comprehensive Case Management and Employment Program (CCMEP) and CCMEP Work Experience Payroll Services

Questions and Answers

Submit all questions regarding this Request for Proposal to LAKE_RFP_QA@jfs.ohio.gov until
12:00 Noon EST, Wednesday May 4, 2016.

Question:

[What are the CCMEP activities and what is meant by rehabilitation activities?](#)

Answer:

The CCMEP activities are the 34 activities listed in the rules that must be made available to program participants to assist them in their quest for self-sufficiency. A list of the activities was distributed at the Bidders Conference. Rehabilitation activities would be those activities needed to bring a participant back to a normal, healthy condition after an illness, injury, drug problem, etc.

Question:

[How much Paid Work Experience should be budgeted and is that amount part of the \\$6,700 per participant program cost estimate?](#)

Answer:

Paid Work Experience should be budgeted at 120 hours per participant based on the number of slots you are proposing. 90% of your budgeted hours should be paid at the rate of \$9.00 per hour plus mandatory fringe benefits and 10% should be paid at the rate of \$8.25 per hour plus mandatory fringe benefits. This information should be proposed in the "Payroll Wage Detail" section of the RFP budget form. An allowance for Paid Work Experience is included the per participant estimate.

Question:

Will LCDJFS be willing to provide a one-time, up front financial allotment to cover the first month's payroll for an organization that otherwise meets the necessary requirements of the RFP but does not have the finances to cover the first payroll?

Answer:

The rules governing the fiscal procedures for the funds covering CCMEP do not allow for this. All aspects of this programming will be contracted on a cost reimbursement basis under the conditions outlined in the RFP.

Question:

Are programs able to request some administrative costs?

Answer:

Programs cannot propose or budget administrative costs in and of itself. However, administrative and fiscal personnel providing direct oversight and services can have a percentage of their time and pay charged to the program using the salary section of the budget based on justifiable formula.

Question:

Can you clarify what is meant by "submit a separate budget for each participant count?"

Answer:

Proposals must be made in increments of 20 slots beginning with 20 slots. So, your base proposal should be for 20 slots with a budget to serve 20 participants. If you are interested in serving a higher participant count you could then propose for 20 more slots (a total of 40 slots) and you would need an additional budget for 40 slots. If you wish to serve a higher participant count you could then propose for 20 more slots (a total of 60 slots) and you would need another budget for 60 slots. The budgets should reflect some economy of scale as the number of slots increases.

Question:

For the CCMEP grant, I just wanted to confirm that it is an allowable cost to budget funding for miscellaneous client needs that relate to jobs (uniforms/supplies, etc.). Would that go in the budget under ‘Supplies/Materials for Client Activities’? Would transportation assistance be an allowable cost—for example if they needed Laketran vouchers to get to and from work? Also, can we include funding for job training costs, if we think that is beneficial in getting the client placed in employment? If so, would those both go in the same place?

Answer:

Providers should budget and submit their procedures for distributing needed work related Supportive Services such uniforms/supplies, etc. These should be budgeted as “Supplies/Materials for Client Activities”. Mandatory participants’ transportation needs should be met by their monthly “Work Allowance” which is paid as part of their OWF benefit. There could be a limited number of CCMEP participants that don’t receive an OWF Work Allowance and could need transportation assistance. Proposers may build a small allocation into their supportive services budget similar to work supplies. Proposers should not budget for training costs. CCMEP participant training funds will be allocated by the Lead Agency subject to a participant being deemed appropriate for such activity by the Lead Agency.

Question:

Answer:
